



# Estes Valley Development Plans (Including Special Reviews/Location and Extent Reviews)



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## WHERE DO I START?

Contact the Community Development Department to discuss your idea with a planner. This will help you understand what the requirements are. From there, a pre-application meeting will be scheduled (see handout).

At the pre-application meeting, you and your engineer will meet with staff to discuss the process, standards, timeframe and costs.

## WHAT IS A DEVELOPMENT PLAN?

A development plan is a schematic drawing prepared by a *qualified designer* that shows the proposed layout of a lot. A *qualified designer* is a land surveyor or engineer who is licensed by the State of Colorado to perform the type of work involved.

Development plans show the proposed development as well as existing conditions, including but not limited to topography, vegetation, drainage, floodplains, wetlands and waterways, landscaping and open areas, walkways, circulation, utility services, surrounding development, existing buildings, trees and vegetation, and other information as may be reasonably necessary to make an informed decision.

Special Reviews are development plans that require approval from the Board, which is an extra step after planning commission review. Please refer to Section 3.5 of the development code.

Location and Extent Reviews are development plans proposed by governmental jurisdictions such as the Town, and are to provide a public process to review such plans for compliance with the development code.

## WHY DO I NEED TO DO THIS?

Development plans provide a schematic of the proposed development to determine if the

proposal will comply with adopted development standards.

The Estes Valley Development Code (EVDC) requires development plans for almost all industrial, commercial, accommodations, and multi-family development.

Smaller developments may be exempt from development plan review; please refer to Table 3-3 in the EVDC to determine if your proposal will require a development plan.

## HOW LONG WILL THIS TAKE?

It depends, but usually about four months. You can find our review schedules on our webpage.

Smaller development plans are reviewed by staff, and have a shorter review timeframe. Larger development plans require review and approval by the Estes Valley Planning Commission.

## HOW MUCH WILL THIS COST?

In most instances, design fees and infrastructure will make up most of the cost of development.

Planning review fees vary based on the type of plat. Please refer to the Estes Valley Development Review Fee Schedule for current application fees.

## WHAT ARE THE REVIEW STANDARDS?

Review standards vary depending on the type of development, and include landscaping, building height and setback, lot coverage and stormwater management, parking and roads, sidewalks and trails, adequate utilities, exterior lighting, and vegetation and slope protection.

Properties located on stream and river corridors may also need to comply with wildlife habitat standards (see handout).

## TOWN OF ESTES PARK PLANNING DIVISION

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You can find standards outlined in Chapter 4 *Zoning Districts*, Chapter 7 *General Development Standards*, and Appendix D *Street Design and Construction Standards*.

## **WHAT IS THE REVIEW PROCESS?**

*Step 1. Pre-Application Meeting:* The first step is called a 'pre-application conference.' These meetings require the applicant submit a sketch plan prepared by a land surveyor and a \$500 filing fee. Staff recommends you have your representative present at this meeting.

At this meeting you will meet with a planner, who will explain the process and requirements, and you will have an opportunity to ask any questions you may have. At this meeting you will also meet with service providers such as the Public Works, Utilities, and Fire Departments to hear and understand their requirements.

*Step 2. Application submittal and completeness review:* The next step is the application submittal. This requires submittal of an application form, filing fee, the development plan, and supporting documents such as a statement of intent, stormwater management plan, and traffic impact analysis.

Applications are routed to agencies such as the water department, sanitation districts, and the engineering department to determine if the application is complete for review.

*Step 3. Staff Review and Report:* Complete applications are routed to affected agencies for review and comment. Planning staff will consolidate comments, review for compliance with the EVDC, and prepare a staff report.

If the application is a staff-level review, Planning Division staff will issue a letter of determination.

*Step 4. Planning Commission (if applicable):* If your development plan requires Planning Commission review, staff will prepare a staff report and schedule the meeting; see current development review schedule.

This meeting is an open public hearing, advertised in the paper, with neighbor notification. Staff suggests you contact neighbors to describe your project.

The planning commission is the decision-making body for most development plans.

The planning commission makes a recommendation to the Board for Special Reviews.

*Step 5. Board decision (for Special Reviews):* After Planning Commission recommendation, Special Reviews are forwarded to the Board for final review and approval.

These meetings are typically scheduled the month following Planning Commission review. Depending on the complexity of the application, the review timeframe may be shortened. If you have questions about this, please discuss with staff at the pre-application meeting.

*Step 6. Mylar submittal:* After final approval, you have 30 days to make any necessary corrections and submit a signed mylar copy of the plan.

*Step 7. Construction Plans:* After final approval, you will need to prepare construction plans, which include construction details that are not shown on the development plan (see "Construction Plans" handout).

*Step 8. Development Agreement:* Before any work can commence, you will need to provide a development agreement (see handout).

*Step 9. Pre-Construction Meeting:* Before work can commence, but after approval of Construction Plans and the Development Agreement, you will need to schedule a pre-construction meeting. These meetings are attended by utility providers, planning and engineering staff, and your construction management team, which should include an engineer. It is also useful for the excavator and landscaper to be present at this meeting (see handout).

*Step 10. Building Permits:* The next step is to apply for your building permit. This step can take 2-3 weeks, so plan accordingly. Please note, utilities must be installed before building permits can be issued.

*Step 11. As-Built Plans:* The final step is to submit as-built plans (see handout).

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**Note:** This information was summarized from EVDC Section 3.8 *Development Plan Review*. These regulations can be accessed online at [www.estes.org](http://www.estes.org).

## **TOWN OF ESTES PARK PLANNING DIVISION**